

Circle for aboriginal relations (CFAR) society



May 14, 2008 Meeting Minutes

McDougall Centre – 455 – 6th Street SW Calgary, AB

AGENDA FOR CFAR MEETING

1. Welcome and opening remarks-5 min
2. Approve minutes and action item review-10 min
3. Marketing report-5 min
4. Office manager report/Toll free #/fax #-20 min
5. Treasurer/conference budget report-10 min
6. Accreditation report-5 min
7. Logo team report-5 min
8. Website report-10 min
9. Governance and Liability insurance report-10 min
10. AGM date/CFAR Board planning session/first CFAR luncheon of year-date-5 min
11. Sponsorship of community members at conference-10 min
12. Door prizes/sponsorship-10 min
13. Presenters discussion-10 min
14. Conference script-5 min
15. Conference tasks-review and discussion-2 hours
16. Other items/next meeting

Attendance: Larry Veilleux, Barry Brisson, Janais Turuk, Germaine Conacher, Rob Barber, David Turner, Craig Barraclough, Art Cunningham, Gaëlle Eizlini, Gerry Laslo, Kuni Albert, Brian Cardinal, Karen McCullough

Guest: Ernest Wesley – past chief of Wesley Band

1.0 Welcome and opening remarks-5 min

2.0 Approval of minutes – Gerry, 2nd Catherine

3.0 Marketing Report – prepared and delivered by Rob Barber, inserted below.

Marketing Strategy for the 2008 CFAR conference

The marketing strategy is designed to compliment the work that Domenyk did to market the conference with the website and the work that Christine does to continually remind the over 600 people on the CFAR mailing list about the conference. It is also recognized that everyone on the CFAR Board is part of the marketing of the conference, as we are all “getting the word out” about the conference.

The marketing strategy team included Darryel, Tweela and me. Due to time constraints and considering our financial situation our primary focus was on attracting delegates from Aboriginal communities to the conference. Where possible, we used existing relationships to inform key

contacts from the Aboriginal communities about the conference. We then made follow-up phone calls and sent Emails to remind potential delegates. Even if we did not get our key contacts to attend the conference, we made sure we updated the CFAR mailing list with our contact information. This updated mailing list will help out with future CFAR events.

The team was able to contact essentially all Aboriginal communities throughout the province and was able to contact many Aboriginal organizations as well such as Treaty 8, MNA, Metis Settlements General Council etc.

In addition, CFAR placed an advertisement in the Native Journal and the Journal has indicated that they will cover the conference and an article on CFAR will likely result. The same arrangement with Windspeaker/Sweetgrass could not be struck at this time.

Also, we were able to twist the arms of the CAPP Aboriginal Relations Group to send out the CFAR advertisement to their membership even though this is not normal practice.

We were also able to build some significant relationships with NAIT and the University of Alberta that will definitely lead to more involvement in 2008/2009 for CFAR.

3.0 Office Manager's Report – prepared and delivered by Christine Schreuder. Inserted below.

1) Memberships for April 10th – May 13th, 2008

Several new memberships purchased this month totaling \$13, 700.00

- a. AWN - \$1000.00
- b. Bob Phillips ARC - \$150.00
- c. Talisman Energy - \$1000.00
- d. Erin McGregor GOA - \$150.00(**NEW**)
- e. Aaron Wilson GOA - \$150.00 (**NEW**)
- f. Kathy Coxson GOA - \$150.00
- g. Atco Electric - \$1000.00
- h. Curtis Mitchell Sturgeon Lake Cree Nation - \$150.00(**NEW**)
- i. Annette McLean Sturgeon Lake Cree Nation - \$150.00(**NEW**)
- j. Melvin Goodswimmer Sturgeon Lake Cree Nation \$150.00(**NEW**)
- k. Patti Currie Montana First Nation - \$50.00
- l. Carol Wildcat Montana First Nation - \$50.00
- m. Tim Heins Flint Energy - \$150.00(**NEW**)
- n. Margaret Martial Cold Lake FN - \$50.00 (**NEW**)
- o. NAIT - \$1000.00 (**NEW**)
- p. Golder - \$1000.00
- q. Tracy Campbell Calliou Group - \$150.00(**NEW**)
- r. Germaine Conacher Calliou Group - \$150.00(**NEW**)
- s. Adena Dinn Calliou Group - \$150.00 (**NEW**)
- t. Amanda Martineau ERCB - \$150.00
- u. Rob Barber ERCB - \$150.00
- v. Jennifer Lutz ERCB - \$150.00
- w. Bruce Gladue ERCB - \$150.00
- x. Maria Skog ERCB - \$150.00
- y. Tina Weber ERCB - \$150.00

- z. Ryan Bartlett ERCB - \$150.00
- aa. Anirban Bosu TransAlta - \$150.00(NEW)
- bb. Alastair Graham CCS Inc. - \$150.00(NEW)
- cc. Jessica Aube CCS Inc. - \$150.00(NEW)
- dd. Maria Crowshoe Piikani Nation - \$50.00 (NEW)
- ee. Chief Reg Crowshoe Piikani Nation - \$50.00 (NEW)
- ff. Alberta Environment - \$1000.00 (NEW)
- gg. TransCanada - \$1000.00
- hh. EOS Pipeline & Facilities Inc. - \$500.00 (credit for 2 quarters from last year accepted)
- ii. Savanna Energy Services Corp. \$1000.00 (NEW)
- jj. FMA - \$1000.00
- kk. Amanda Mori, Pembina Pipeline Corporation - \$150.00
- ll. Dennis Elias, Enmax Corporation - \$150.00(NEW)

Memberships invoiced but payment not received.

- a) CNRL - \$1000.00
- b) Lavern Letendre Loon River FN - \$50.00(NEW)
- c) Art Ward Loon River FN - \$50.00(NEW)
- d) Melody Lepine Mikisew Cree FN - \$50.00 (NEW)
- e) EnCana Corporation - \$250.00 (credit for 3 quarters from last year accepted)
- f) Candace Daychief Sunchild FN - \$50.00
- g) TransCanada - \$1000.00
- h) Atco Electric - \$1000.00

Total Memberships to date:	\$23,250.00 collected
	+ <u>3,450.00</u> not paid yet
	\$26,700.00

An updated list of members was emailed to the members May 13, 2008. Total number of members as of May 12th, 2008 is 194

2) Conference – Sponsorships update.

- a) EnCana - \$5000.00 - **paid**
- b) TransCanada - \$5000.00- **paid**
- c) Savanna - \$5000.00
- d) RBC - \$250.00- **paid**
- e) FMA - \$250.00 – **paid**
- f) Enbridge - \$2500.00 – **paid**
- g) Horizon North - \$1000.00 – **paid**
- h) Alberta Aboriginal Relations - \$2500.00
- i) Suncor Energy - \$2500.00 – **paid**
- j) Alberta Pacific Forest Industries - \$1000.00 **paid**
- k) Canadian Natural Resources Ltd. - \$5000.00
- l) Golder - \$1500.00 – **paid**
- m) Integrity Land - \$250.00 - **paid**
- n) Syncrude Canada Ltd. - \$2500.00
- o) Access Pipelines – door prize ~\$800.00 value
- p) Marriott Hotel – Door prize - + \$250.00 value
- q) Husky - \$250.00
- r) Compton Petroleum - \$2500
- s) Albert & Associates - \$250.00 – **paid**

Total cash sponsorships = \$37,250.00

Total collected = \$19,500.00

Total outstanding = \$17,750.00

Donations in kind for door prizes

- a) Access Pipelines - ~\$800.00 BBQ
- b) Marriott – free room & breakfast +\$250.00

3) Conference Sales Update –

To date:

- **104** conference registrations – totaling \$42,496.00
- **47** N/C conference passes for presenters, board members, 3 students, 2 Native Journal, 2 people as put forth by Janais. 13 of these are ones allocated to board members who will be actively helping out with the conference. Some of these 12 have already paid for their conference fees or will be covered for the conference by their company's sponsorship. This pertains to Rob, Barry, Tweela, Brian, Lyle, Gerald, Gaëlle, Larry, Jacob, Art, Catherine and Karen. This translates to a possibility of 12 less attendees if these spaces are not filled by the board member, their company or CFAR.
- **12** conference passes allocated to sponsors.
- Total number of delegates to date = $104 + 47 + 12 = 163$.
- 95 Early Bird discounts given @ **(100.00) = (\$9,500.00)**
- **83** people have registered for the delegate gala dinner @ \$49.00 each = \$4067.00
- **6** people for the guest gala dinner @ \$69.00 each = \$414.00
- **75** gala dinner seats allotted to sponsors for gala dinner
- **20** N/C gala dinner tickets for presenters, board members, 3 students, 2 Native Journal, 2 people as put forth by Janais
- Total gala dinner tickets to date = $83 + 6 + 75 + 20 = 189$
- 44 golfers @ \$200.00 each = \$8800.00
- 17 for the workshop @ \$125.00 each = \$2125.00

Total sales for all conference registrations, gala dinner, golf etc. is \$48,402.00

Of this, \$3,082.00 has not been collected.

Total collected is \$45,320.00.

4) **800 number**

The Toll Free 800 number the price is \$2.95 per month + 7.9 cents per minute long distance charge. This can be used for phone and fax and would be charged for each one separately.

Another option for the fax is **Internet Fax**. With this service, the faxes go to a designated e-mail inbox. This is \$14.95 per month including the toll free number for this service, there are no additional long distance fees associated with this service. The benefit of this option are:

1. Faxes can be received and sent from anywhere that I have access to my e-mail.
2. There will never be faxes missed because of a busy signal. I have my fax set up as a smart ring currently so if I am on the telephone, people currently receive a busy signal.
3. Not every fax is automatically received and printed

My recommendation is to go with the toll free # for the phone and the *Internet Fax* for the fax line.

Board agreed that Christine can proceed with putting 800 # in place and Internet Fax as recommended.

Action item: Christine is to implement 800 #

4.0 Treasurer conference budget report. See attached reports.

6.0 Accreditation report-5 min – Nothing new to report at this time.

7.0 Logo team report-5 min – Nothing to report. Will focus on this in September.

8.0 Website report-10 min – New website is up and running. Everyone complimented Domenyk on the improvements. Excellent job Domenyk! Domenyk issued e-mail log-in information and passwords to Christine for info@cfarsociety.ca email address and to Janais & Germaine for the submissions@cfarsociety.ca email address.

9.0 Governance and Liability insurance report-10 min – Everything is complete, paid for and in place. Thank-you David!

10.0 AGM date/CFAR Board planning session/first CFAR luncheon of year-date-5 min.

The all day planning session will take place on 23rd September, 2008 in Edmonton. The next day we will have our first 2008/2009 luncheon in Edmonton on September 24th, 2008. Heart Lake F.N. will be our presenter. The AGM will take place immediately following the luncheon.

Action item: Tweela is to contact Heart Lake to confirm that this date will work for them. Rob will book the Edmonton Petroleum club.

11.0 Sponsorship of community members at conference-10 min

The board agreed to sponsor the following people for the conference and gala dinner:

2 NAIT students as put forth by Rob Barber

2 Native Journal Journalists put forth by Rob Barber

Ethel Winnipeg – former CFAR board member, currently University of Lethbridge student, put forth by Rob

Action item: Rob is to approach Ethel to offer conference pass

1 student from the University of Alberta

Action item: Rob is to contact UofA to offer conference pass and gala dinner

2 people put forth by Janais Turuk, Jill Janvier and Mervin Granbois from Cold Lake FN. Request for sponsorship below.

“My name is Jill Janvier and I am a Cold Lake First Nations band member. I have been the Project Manager of Cold Lake's Traditional Land Use and Occupancy Study this past year and look forward to continuing to serve my community in this capacity. Through my experiences with the Traditional Land Use Study, I have become interested and involved in environmental work and community consultation. I have been working closely with Janais Turuk, one of CFAR's Board members, and learned of CFAR's June conference through her. Janais has sent me all conference and membership information, and, after reviewing this information, I believe I would benefit professionally by attending your conference. My assistant, Mervin Grandbois, is also interested in environmental work and consultation; I believe he would benefit immensely as well.

Mervin Grandbois, nor myself, have a budget from which to purchase the CFAR conference tickets. Janais has asked that I send a formal request for assistance to the CFAR Board. It would be fantastic if CFAR could support both me and Mervin's attendance of both the conference as well as the evening gala dinner. Both of these events are prime networking opportunities that we would like to participate in. I will be approaching the band administration at a later date to request financial support travel and hotel rooms. I will make it clear to the band administration that CFAR is financially supporting me and Mervin's attendance of the conference.” ***At the time of the preparation of the minutes, Mervin is unable to attend so has been substituted with Rick Janvier. See below.

“I would suggest Rick Janvier, who works in Human Resources. He networks majorly with Industry particularly with employment and hence employment barriers. “

2 people to be approached by Gerry Laslo at the Yellowhead Tribal College.

Action item: Gerry is to approach the Yellowhead Tribal College to offer 2 passes by May 23, 2008

Gerry Laslo requested that we consider sponsoring Chief Lagrelle’s conference pass and gala dinner. There was mixed reaction to sponsoring a Chief, so Catherine Pennington offered to have EnCana pay for Chief Lagrelle’s gala dinner and offered up her allocated seat as a board member actively contributing to the conference. This issue will be discussed in more detail at the September 2008 CFAR planning session.

12.0 Door prizes/sponsorship-10 min

We currently have the following for door prizes:

BBQ & BBQ set from Access pipelines value in excess of \$800.00

iPod + 250.00 cash from AltaGas – Board agreed to not try to shop for something of this value.

The door prize will simply be ‘cash’. These would be presented as 2 separate door prizes.

Night at the Marriott + breakfast value in excess of \$250.00

Nora is checking into a deal with Mikisew Charter, so possibly there will be another door prize.

The board agreed that these were enough door prizes and that we did not need to pursue purchasing more.

13.0 Presenters discussion-10 min

All CFAR Board members who have lined up conference presenters are responsible to ensure audio visual needs are met and that presentations are appropriate and effective.

Gifts to be purchased by Jacob. Guidelines for value of gifts are as follows:

- Elders, up to \$100.00 each
- Gift for Nathaniel , up to \$100.00
- Speakers, up to \$100.00 each
- Panelists ,up to \$50.00 each
- Tobacco for elders

Action: Jacob to purchase gifts & tobacco. Acquire extras for inventory.

14. Conference script-5 min

Discussion on how to script. Rob will prepare a script of when people will speak. Hard copy scripts will go to Janais to be used in case someone has to fill in unexpectedly. Janais will print and bring to conference.

Action item: Rob to complete scripting in one week, by May 23, 2008

Action item: Rob to send to Catherine for review

Action item: Janais to print scripts and bring hard copies to the conference.

15. Conference tasks-review and discussion-2 hours

Reviewed Janais’ task list to make sure everything was completed or being looked after.

16. Other items/next meeting

Next meeting – June 11th, 10:00 – 14:00 at Golder Associates.

Action Item: Gaelle to secure boardroom.